POLICY IN RISK ASSESSMENT

DECEMBER 2016

Assunnah Primary School

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Risk Assessment Policy

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Issue Date	December 2015	**Review Due**	December 2016	**Version**	2.0

As-Sunnah Primary school is an independent, selective, faith-based Muslim School. We strive to offer a **Mission Statement** holistic education cultivating growth along spiritual, moral, emotional, intellectual, physical and communal dimensions. Our aim is to positively orient our students towards realising their full potential as exemplary contributors to our society, in actively promoting fundamental universal values.

We are against radicalisation that leads to unjust acts of violence and the violation of fundamental universal values. We encourage peaceful but effective communication, dialogue and interaction with all parties who are keen to working towards achieving common goals of goodness.

The policies for the school are provided by the school leadership comprising of the governors, school manager, headteacher and deputy headteacher.

Expectations

Assunnah Primary School is a unique Islamic School that is committed to maintaining an environment within the framework of Islamic principles and striving to achieve academic excellence and perfection of character.

In order to achieve this the school leadership expects that all staff, parents and guardians fully comprehend and adhere to the policy in full as specified in their employment contract, terms of agreements and handbooks.

Purpose

This policy outlines the responsibilities and arrangements for ensuring health and safety for concerned parties. It is therefore important that this policy is read, understood and practiced thoroughly, carefully and considerably in order to effectively achieve it's intended goals.

Introduction	**1**	Assunnah Primary School is committed to the promotion of a safe and healthy environment for staff, pupils and other users of the school site. For this reason we acknowledge that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routine and at all school events.
Definition	**2**	**What is Risk Assessment?** A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) that could result from a particular activity or situation. • A hazard is something with the potential to cause harm. • A risk is an evaluation of the probability (or likelihood) of the hazard occurring. • A risk assessment is the resulting assessment of the severity of the outcome. • Risk control measures are the measures and procedures that are in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).
Responsibility for conducting	**3**	Risk Assessments are conducted by the Headteacher, the school security or delegated to teachers. The risk assessment should be shared with all staff and voluntary helpers as appropriate.

Risk Assessment Types	**4**	There are two main types of risk assessment, **generic** and **specific**.

Generic risk assessments should be completed for hazards or activities that are common throughout the school.
Specific risk assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks. Risk assessments for individual pupils should be established, as appropriate, and shared with staff and parents as appropriate. |
| **Process** | **5** | The essential steps that are taken in order to conduct a risk assessment:
• Identify the hazards to health or safety arising from the activity, learning environment or setting.
• Decide who might be harmed and how.
• Evaluate the risks and decide whether existing precautions are adequate or more needs to be cone.
• Record your findings.
• Review your assessment and revise it if necessary

Assessments identify significant risks, such as defects and deficiencies and prescribe remedial action, i.e. risk control measures.

Comprehensive risk assessment involves answers to such questions as the following:
• What hazards are we faced with?
• Who might be affected?
• How can the risks be reduced to an acceptable level?
• Can effective measures be implemented now?
• If not, what contingency plans will serve us best for the time being? |
| **Who May be Affected?** | **6** | Consider pupils, students, trainees, expectant mothers and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents. Or when beyond the School, members of the public. |
| **Risk Control** | **7** | Decide what controls are necessary to reduce the risk to individuals.
The steps to controlling the risks are as follows:-

• Avoid the hazard – can the hazard be avoided or altered to reduce the likelihood or risk?
• Substitute or replace the hazard
• Procedural controls – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
• Child management – make sure that the staff are aware of each child's needs.
• Setting management – such as the monitoring of exits and entrances.
• Additional equipment/staff – can a lifting device or an additional person be utilized to avoid or reduce the risk?
• Personal Protective Equipment – consider the value of using such things as gloves, over garments.
• Emergency procedures – have contingencies in the event of things going wrong such as an accident, incident or fore.

The Headteacher and designated staff monitor the control measures instigated to ensure that they are effective and implemented correctly. |
Risk Assessments for taking children off site	**8**	Staff responsible for taking children off site must carry out a risk assessment using the standard pro forma. Before it can take place the activity must be authorized and the form signed by the Headteacher.
When to conduct Risk Assessments	**9**	All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The Health and Safety Policy describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.
Staff Responsibilities	**10**	All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those

whose work required it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher

Review   **11**   The governing body reviews this policy regularly. However they may review the policy earlier than this when new regulations or guidelines come into effect or if the governing body receives recommendations on how this policy might be improved.

Other related policies 12   1.   Safeguarding welfare of children policy (child protection)
2.   Health and Safety policy
3.   Educational visits